

HOW DO I COMMUNICATE THROUGH AN INTERPRETER?

- Always check the interpreters' calendar for availability before confirming a meeting
- Meet or contact the interpreter prior to the assignment to discuss any logistical needs for the assignment:
 - Interpreter position - main speaker position
 - If additional lighting is needed - adjust lighting so interpreter is not in shadow, but can be seen by participant
 - Provide interpreter with a list of names of panel/group participants
 - Provide interpreter with any technical terminology, or any additional information that will assist the interpreter in facilitating communication
 - Discuss with the interpreter any last minute changes within the assignment
 - Discuss any visual aids that will be used during the assignment
- Talk as you would with anyone else. It is unnecessary to shout or slow down your speech while using an interpreter. Avoid over-paraphrasing; communicate in a functional manner.
- In group situations, it is important for everyone to speak **one at a time**. If more than one participant speaking at the same time it becomes impossible for the interpreter to interpret for everyone, as well as identify who is talking for the Deaf participant. Monitor whether the pace of the meeting facilitates participation by the Deaf participant. Be sure to address their input and concerns.
- Interpreters are not censors. Expect all comments made in the presence of an interpreter to be communicated to the Deaf person. The interpreter should never be asked to leave the room while a Deaf person is present. If a private or confidential conversation is needed between two hearing individuals, it should be held elsewhere.
- Interpreters are communicators, not participants. Please do not include the interpreter in discussions or comments during an assignment. All communication should be directed to the hearing or Deaf participant.

Interpreter Accountability

Interpreters contracted with Agency-Wide Shared Services are bound by the Registry of Interpreters for the Deaf (RID) Code of Ethics. This is used to ensure interpreters conduct themselves within ethical/professional guidelines. Major tenets of the Code of Ethics are:

- **Confidentiality:** all interpreting assignments are strictly confidential.
- **Accuracy:** interpreters must render the message faithfully, always conveying the content and spirit of the speaker.
- **Impartiality:** interpreters are prohibited to counsel, advise, and interject personal opinions.
- **Discretion:** interpreters will accept assignments using discretion in regards to skill, setting, and the clients involved.
- **Professionalism:** interpreters shall function in a manner appropriate to the situation.